MONTANA STATE UNIVERSITY
COLLEGE OF NURSING

POLICY # A-26

TITLE: ORIENTATION TO EXECUTIVE COUNCIL

POLICY: A portion of the first Executive Council meeting of the academic year will be used as time for orientation of new Executive Council members.

RATIONALE: Because of the complex function of the Executive Council, it is necessary to provide time to promote smooth transition into the role of Executive Council membership.

PROCEDURE: The Executive Council Chair and current committee will attend the orientation session.

The following topics will be addressed and explained/discussed during the meeting:

1. How the agenda for meetings is established.
2. The responsibilities of Executive Council (EC) members during each EC meeting.
3. The process of communication among the following: local faculty, Executive Council, standing committees, and administration.
4. Discussion of voting responsibilities at the Council level, i.e. the constituency that the EC member represents during discussion and during voting in the College.
5. The responsibilities of EC in the development, review and revision of policies.
6. The Master Evaluation Plan and how it is utilized.
7. The Strategic Plan and the role of EC in monitoring progress.
8. The process of developing charges for Standing Committees.

Reviewed/Approved by:

Level I: Executive Council (November, 2005)
Level II: Faculty President (November, 2005)